



### **City of Georgetown**

***THE CITY OF GEORGETOWN/SCOTT COUNTY IS CURRENTLY ACCEPTING APPLICATIONS FOR DIRECTOR OF REVENUE: APPLICATIONS CAN BE OBTAINED ONLINE AT [GEORGETOWNKY.GOV](http://GEORGETOWNKY.GOV) OR AT 100 N COURT STREET GEORGETOWN, KY 40324. APPLICATIONS WILL BE ACCEPTED UNTIL 4:00PM ON FRIDAY, MAY 20TH, 2016. RESUMES WILL NOT BE ACCEPTED UNLESS ATTACHED TO A COMPLETED APPLICATION. SUBMIT APPLICATIONS TO [MEGAN.MILLER@GEORGETOWNKY.GOV](mailto:MEGAN.MILLER@GEORGETOWNKY.GOV) OR TO THE ABOVE ADDRESS.***

#### **DIRECTOR OF REVENUE**

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORKPLACE

AFFIRMATIVE ACTION PROGRAM M/F/D/V

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plans, organizes, directs, coordinates and evaluates all revenue operations of the GSCRC. Plans, directs and coordinates the work of staff, which consists of tax analysts and a business license inspector. Directs occupational tax collection and administration to ensure compliance with local ordinance and other state and federal tax codes; audits businesses and individual tax returns, collects tax receipts; audits and processes tax refund forms and issues refunds. Continuously monitors and evaluates the efficiency and effectiveness of services and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews these with the Revenue Commission. Coordinates delinquent collections for payroll, net profit and business license fees, while working with other local tax entities/governments to ensure taxpayers are current with all entities prior to issuing licenses (business, alcohol, etc.) or awarding bids. Analyzes, resolves and responds to difficult, complex and/or sensitive citizen inquiries and complaints. Prepares and recommends to the Commissioners an annual budget for the efficient operation of the GSCRC each year. Establishes and maintains efficient and effective procedures for the storage and retrieval of records, with appropriate security measures, in such a manner that they may be accurately and rapidly processed. Maintains all privacy requirements regarding tax return information. Functions as the fiscal liaison for the GSCRC with the City of Georgetown, County of Scott and the Scott County Board of Education. Provides financial reports to the Revenue Commission periodically regarding collections and delinquent accounts. Completes other duties as assigned by the GSCRC.

#### **Education, Training, Experience:**

- Bachelor's degree in Accounting, Business Administration, or closely related field, supplemented by practical audit experience in a professional accounting, state revenue, or related auditing field.
- Five years of increasingly responsible experience in finance, accounting, or collections including three years of administrative and supervisory responsibility.
- Relevant experience may be substituted for educational requirements.
- CPA preferred, but not required.